

PCard User Group Meeting

October 28, 2008



Introductions

PNC Bank

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Customer Resource Center

Barbara Aldridge-Montfort

Ramonda Kelly

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Agenda

Customer Resource Center

- Pcard Spending
- eMARS Do's and Don'ts
- Reconciliation
- Paperwork
- Balancing
- Contacts

PNC Bank



Pcard Spending

2007 Total Spend

\$44,271,311



2008 Spend (Jan-Sept) \$30,315,492

Savings/Benefits

- Easy way to pay for low dollar high volume purchases
- General Fund receives a rebate of 1.14% for all money spent with the card
- Commonwealth realizes interest earnings by delaying payment
- Commonwealth realizes reduced payment issuance cost by combining activity on a single payment to PNC each month



Increase Spending

- Higher Limit Cards within Policy
 - Cardinal Office
 - Copier Leases
 - Utility Payments
 - Gordon Food Service
- Agency should have internal controls in place to ensure spending is within Finance & Administration Policy

High Dollar Cards

- Request through Office of the Controller
- Used for designated purposes only
 - Contracts
 - Utilities
- Cardholder may have more than one card



PRCUA Do's & Don'ts

- **DO** – Enter all Cards on PRCUA prior to use
- **DO** – Copy from one of your existing Cardholders when adding new cards
- **DON'T** – Mark cards Inactive until all transactions have posted to a PRC2 document
- **DON'T** – Delete a record from this table
- If you **DON'T** follow these instructions and receive an e-mail on orphaned transactions, **DO** COMPLETE immediately

PRC2 Do's & Don'ts

- **DO** – Reconcile all transactions against receipts
- **DO** – Ensure all PRC2 documents are approved timely
- **DON'T** – Change Document Description
- **DON'T** – Change Scheduled Payment Date (even if the date has passed)
- **DON'T** – Delete a Commodity Line
- **DON'T** – Enter funding in Accounting Distribution
- **DON'T** – Delete or change the Check Description field on Accounting Lines. **DO** copy the Check Description for newly added accounting lines

Cycle Reconciliation

- **DO** – Reconcile Cycle Totals
 - VIS File Extract
 - Reconcile Company Billing Report within VIS against Pcard Monthly Settlement Report within infoAdvantage

Official Paperwork

- Authority Delegation Agreement
 - Completed when a Program Administrator is changed (not Site Admin)
- COK Procurement Card Site Agreement
 - Used to set up a new PCard Site
- PNC Agency Site Agreement
 - Complete when Program Admin, Site Admin, Site Address, or Site Limits Change



Official Paperwork

- VIS Access
 - Complete when approver changes or user id needs to be discarded

- Custodial Card Request
 - To be completed when a custodial card is requested for your site

- Employee Usage Agreement
 - All cardholders/custodians/contractors with access to a PCard (kept on file at site)



VIS Passwords

- If user is unable to access the VIS website due to inactivity or they have forgotten password. Instruct them to e-mail Finance.CRCGroup@Ky.gov to request a password reset.
- We prefer the request come from the user not the administrator.
- Passwords will not be sent to anyone other than the user.



Who Noticed???

We supplied COK card numbers to what vendor that gives us 5% discount for using the PCard?

Who can answer.....anyone notice on their receipts?



Balanced?



PCard Professionals
Are always in Balance

If you are not balanced....You need to get busy on reconciling! Contact Ramonda for help.
If you have been out of balance for longer than 6 months you may be required to set up a meeting with Ramonda to go over how you are going to resolve the issue.



Who to Contact?

- Cardholder Resources
 - Lost or Stolen Card - PNC
Immediately 1-800-685-4039
 - Decline Information - PNC
 - Dispute Inquiries - PNC
 - VIS Password Resets - CRC
Finance.CRCGroup@ky.gov

If VIS users receive any errors trying to logon most (if not all) can be resolved by requesting a password reset. Please have the user request the password themselves (unless they do not have e-mail) please do not request it for them.



Who to Contact?

- Administrator Resources

Customer Resource Ctr

Phone 502-564-9641 Toll Free 1-877-973-4357

Email Finance.CRCGroup@ky.gov

- ❖ VIS Site Issues
- ❖ PRC2 Errors or Questions
- ❖ Site Changes
- ❖ Any PCard Concerns



Who to Contact?

- Administrator Resources
 - PNC Program Admin Hotline
Phone - 1-877-824-5001 option 4
Email - pcard@pncbank.com
 - ❖ Dispute Information
 - ❖ Decline Information
 - ❖ Statement Requests
 - ❖ Lost/Stolen Information
 - ❖ Balance Inquiries



**Commonwealth of Kentucky
Agency User Group
October 28, 2008**



Agenda

- ✓ General overview of the Market place
- ✓ Program statistics
- ✓ Best practices for Purchasing Card programs
- ✓ How a Commercial Credit card is authorized
- ✓ Credit card fraud overview
- ✓ Visa Information Management (VIM) review / updates
- ✓ VIM User ID - Common reasons an ID is disabled

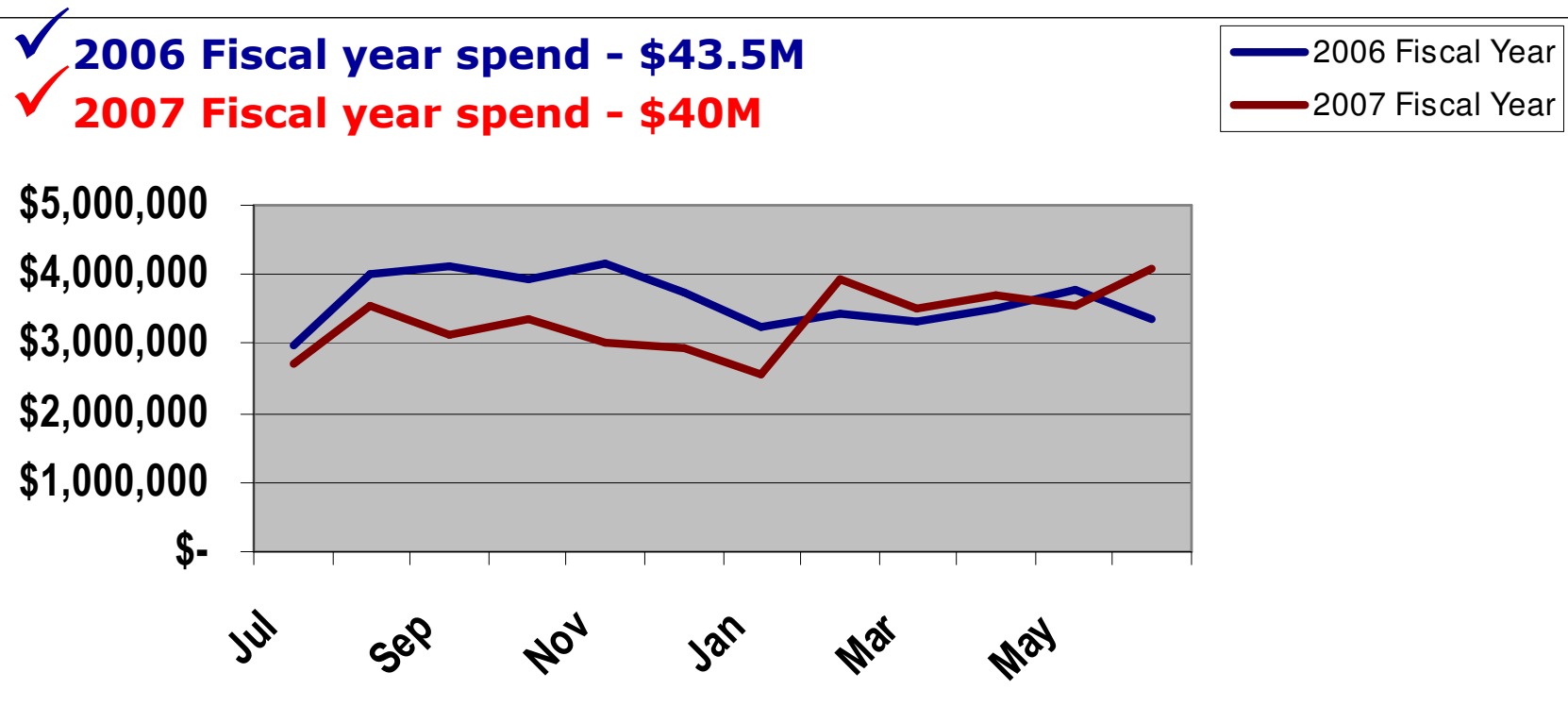
According to the 2007 Global Commercial Payment Cards survey, top priorities for organizations improving their Purchasing Card Programs are...

- ✓86% want to reduce administrative costs for lines of business
- ✓62% want to ensure auditable procedures, controls, and fraud protection for internal and external processing
- ✓55% want to increase timeliness, accuracy, and completeness of spend data captured for analysis
- ✓48% want to increase volume of transactions and dollars through their program

Source: Global Commercial Payment Cards, 2007



Commonwealth of Kentucky 2006 and 2007 Fiscal Year Spend



Purchasing Card Best Practices

- ✓ Strong and continuous management support of the Commercial Card program
- ✓ Conduct on going training and employee support
- ✓ Establish spending parameters and card controls; target vendors for Purchasing card program
- ✓ Reviewing purchase requisition traffic to identify employees that need cards
- ✓ Create cardholder policies and procedures, mandate and enforce use of the Purchasing cards for eligible purchases
- ✓ Commonwealth of Kentucky collaborates with PNC, the purchasing card issuer, on an ongoing basis
- ✓ Continue to review updates and enhancements for the Visa Information Management application
- ✓ Develop specific and measurable goals and objectives and monitor and evaluate program



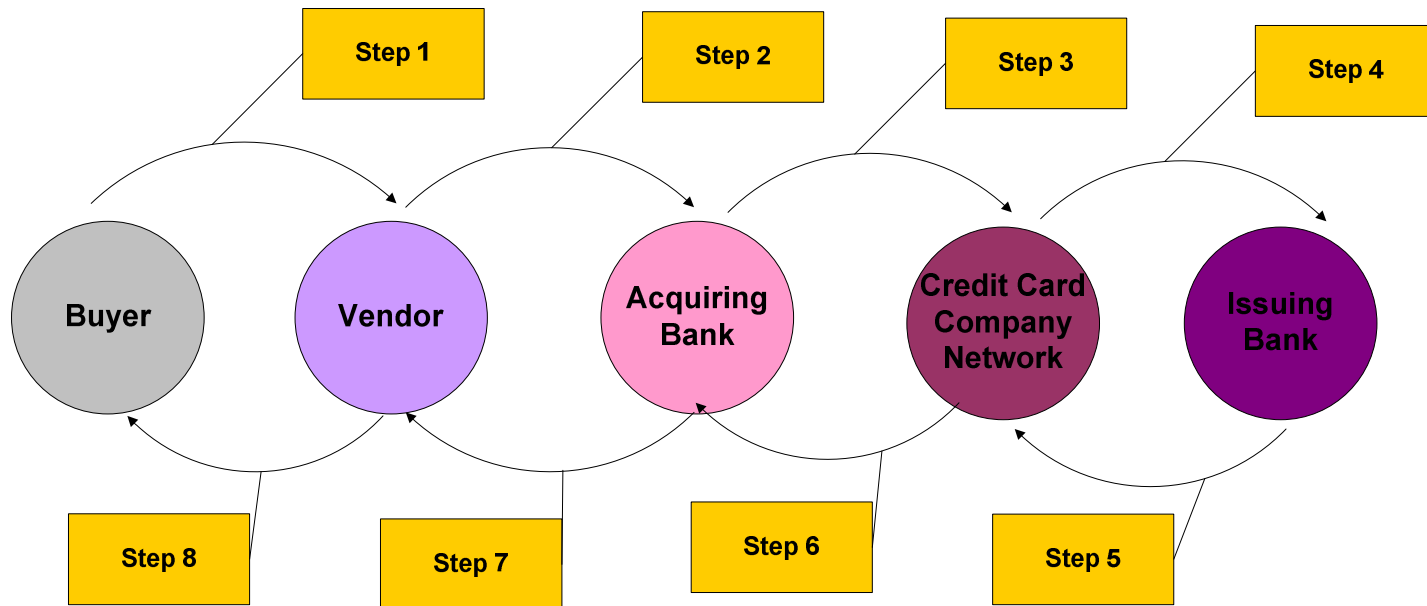
Commonwealth of Kentucky Best Practices

- ✓ Sharing knowledge among agencies
 - ✓ Through discussions both during the conference, and afterwards
- ✓ Maximizing automation through technology
 - ✓ EMARS and Visa Information Management (VIM) applications
 - ✓ Learning about recent upgrades and enhancements to applications
- ✓ Identifying common goals for the Commonwealth of Kentucky's Purchasing Card program
 - ✓ Cost savings
 - ✓ Controls
 - ✓ View spend reports for budgeting purpose
 - ✓ Complete monthly reconciliation process by using reports provided from EMARS and VIM
- ✓ Additional approved vendors to begin paying with the Purchasing Card
 - ✓ Utility vendors
 - ✓ Cardinal Office Supplies
 - ✓ Copiers Lease
 - ✓ Gordon's Food Service

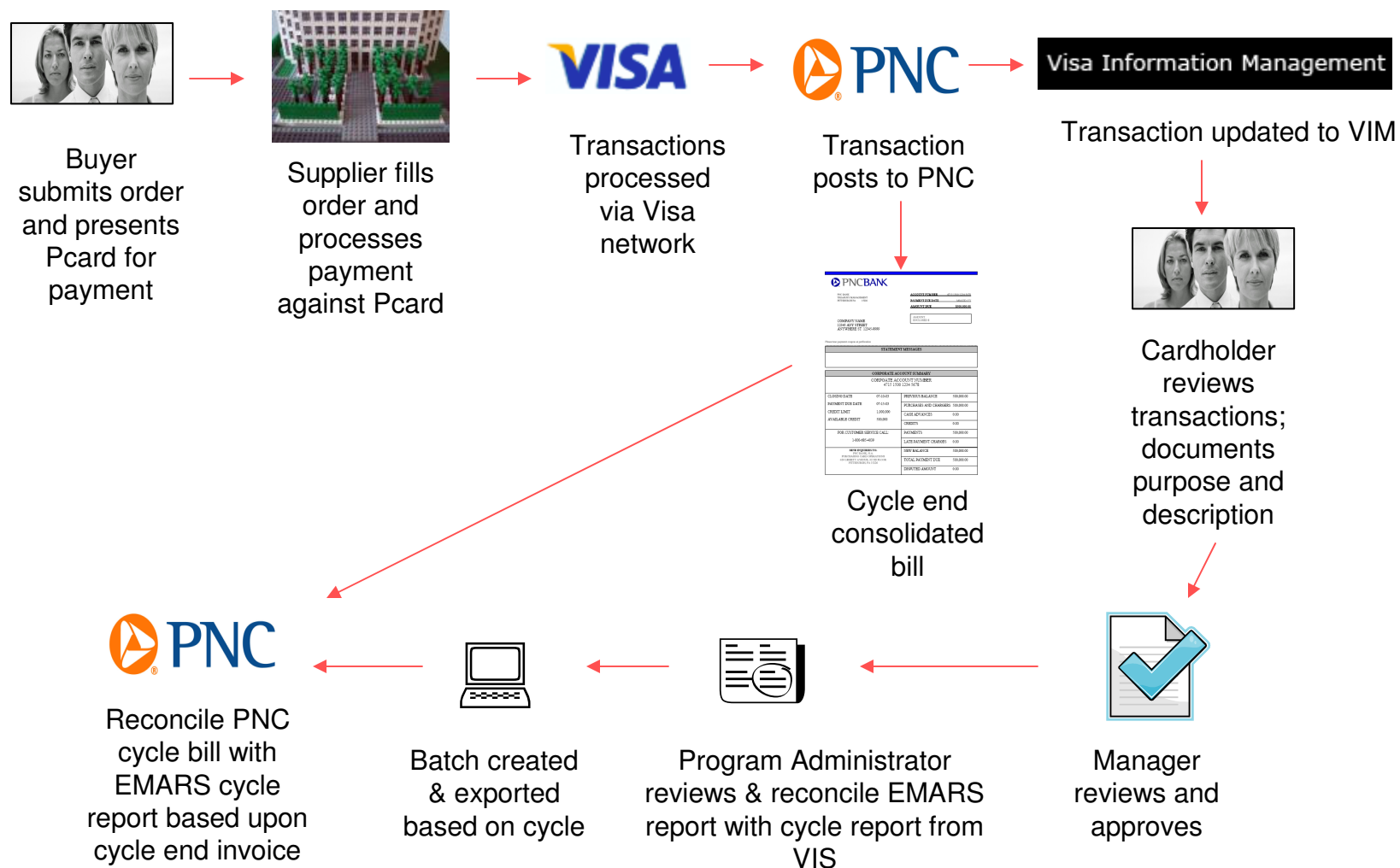


How a Credit Card Transaction is Authorized

1. Buyer provides commercial credit card number to the vendor
2. Vendor requests authorization from acquiring bank
3. Acquiring bank sends authorization information to credit card company
4. Credit card company forwards request to issuing bank
5. Issuing bank approves or declines request
6. Credit card company sends authorization response to acquiring bank
7. Acquiring bank sends authorization response to vendor
8. Vendor completes transaction based on authorization response



Transaction Flow Process for Commonwealth of Kentucky Purchasing Card Program



Credit Card Fraud

- What is credit card fraud?
 - Credit card fraud is the unauthorized and deceptive use of a credit card or its account number for the procurement of goods or services
- Types of fraud:
 - Lost
 - Stolen
 - Mail Order/Telephone Order
 - Internet
 - Skimmed

How Does PNC Protect You?

- Monitor card activity and patterns that may indicate a deviation from normal cardholder spending patterns
- Track and Analyze Fraud Experiences
- Participate in Industry Fraud Focus Groups
- Attend Fraud Symposiums and Risk Seminars to learn about latest fraud trends and to share experiences in fraud detection and prevention
- Create new or adjust existing fraud detection strategies to reflect new fraud experience and trends



Enhanced Fraud Monitoring

- CAMS
 - “Compromised Account Management System”
 - VISA Fraud Control system
 - Developed to notify issuers (ie. PNC Bank) when a situation involving stolen/recovered or compromised accounts occurs
 - PNC reviews list and evaluates to determine severity level
- High-risk
 - Potential for counterfeit cards to be created
 - PNC notifies clients so cards can be reissued



What can you do ?

- ✓ Routinely check that all cards are in your possession
 - * active vs. inactive cards
- ✓ Promptly report lost or stolen cards to PNC (1-800-685-4039) and your Program Administrator
- ✓ Carefully review monthly statements and promptly report unauthorized use
- ✓ Do not provide your card or account number to any one to make transactions on your behalf
- ✓ Do not respond to unsolicited e-mails or telephone calls requesting your card information

VISA Information Management (VIM)

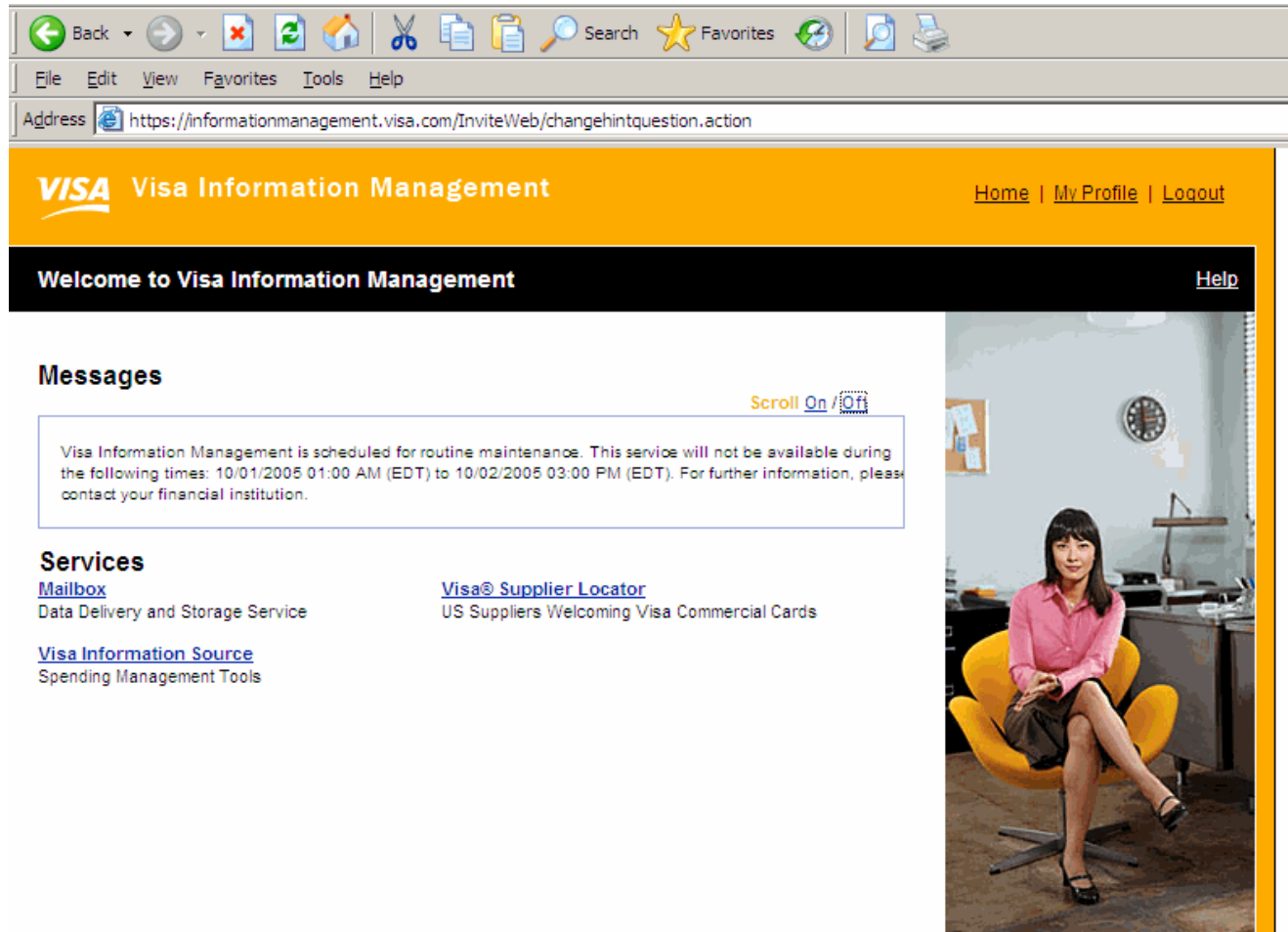


Agenda:

- How to run a File Extract
- How to run a standard report
- Using Card Management

How to run a File Extract:

From the homepage click on Visa Information Source (VIS)



Choose Data Analysis and File Extract to run an Ad hoc File Extract.

The screenshot shows a web browser window displaying the Visa Information Management application. The browser's address bar shows the URL: <https://vis.informationmanagement.visa.com/VISWeb/invitebridge.action?mode=access>. The application header includes the Visa logo and the text "Visa Information Source". Below the header, there is a navigation bar with links: Home, Inbox, Data Analysis, Cost Allocation, and Help. The "Data Analysis" menu is expanded, showing sub-options: Scheduled Reports, File Extracts (highlighted), and Exception Reports. The main content area displays a welcome message for a user named "yaprover" and provides instructions on how to navigate within the application. A section titled "Your Action Items" shows "Allocated transactions waiting for your approval: 2". At the bottom of the page, there is a link for "My Account Settings". The browser's status bar at the bottom indicates a shortcut to the "extractSummary.action?MENU_COMMAND=initModule" page.

Back Forward Stop Reload Home Search Favorites Print

File Edit View Favorites Tools Help

Address <https://vis.informationmanagement.visa.com/VISWeb/invitebridge.action?mode=access>

Visa Information Management - Visit other services - Home My Profile Logout

VISA Visa Information Source

Home | Inbox | **Data Analysis** | Cost Allocation Help

- Scheduled Reports
- File Extracts**
- Exception Reports

Welcome to Visa Information Source. You are logged in as yaprover, a Company User account for DEMO-COMPANY PURCHASING.

To navigate within Visa Information Source click a menu link, an icon, or another link.

Use of your browser's Back, Forward, and History buttons is not supported and may result in errors.

When you are finished with Visa Information Source select another service from the Quick Links drop down, or click Home in the Visa Information Management control bar to return to Visa Information Management. You can log out of Visa Information Management by clicking Logout.

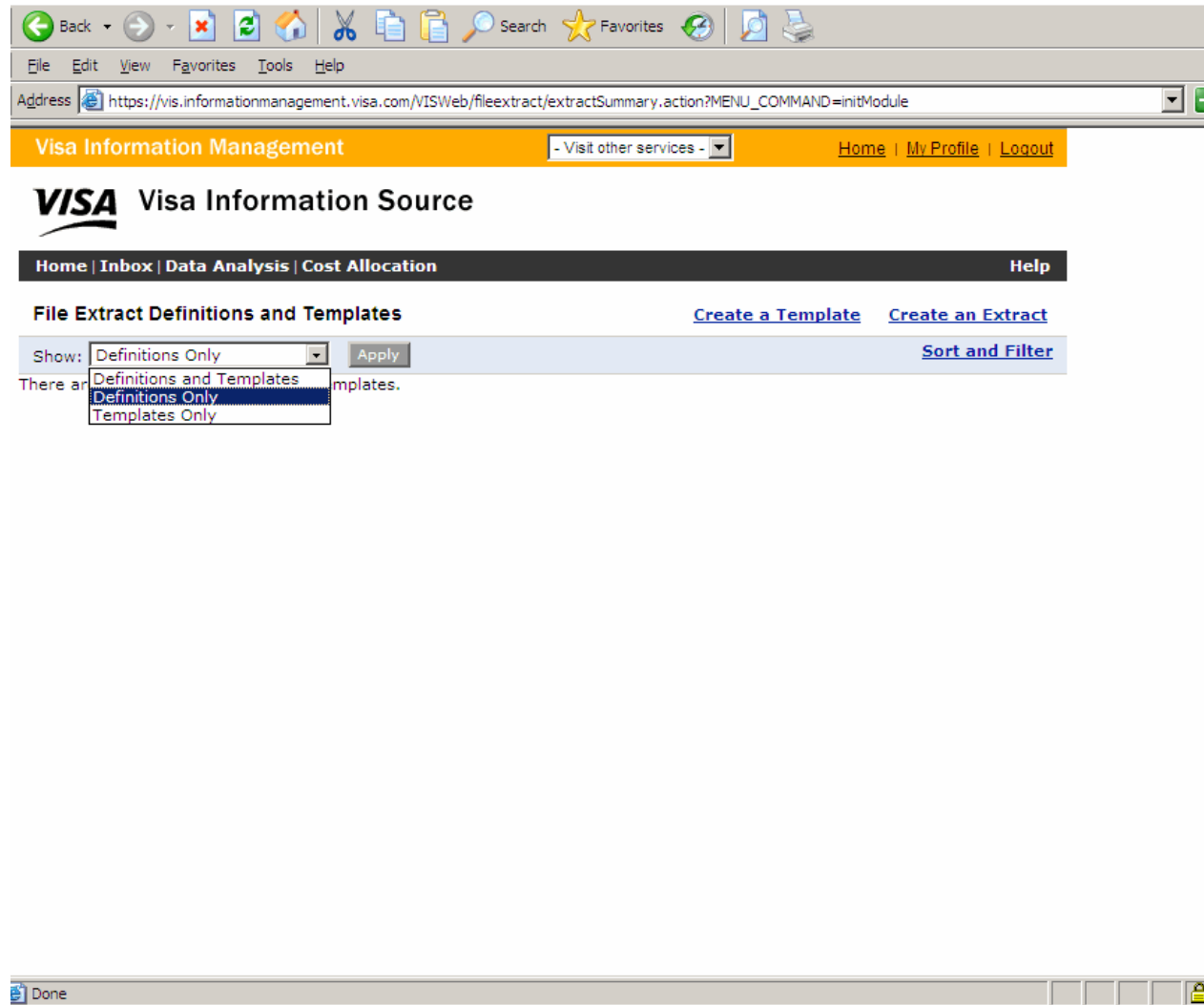
Your Action Items

- Allocated transactions waiting for your approval: 2

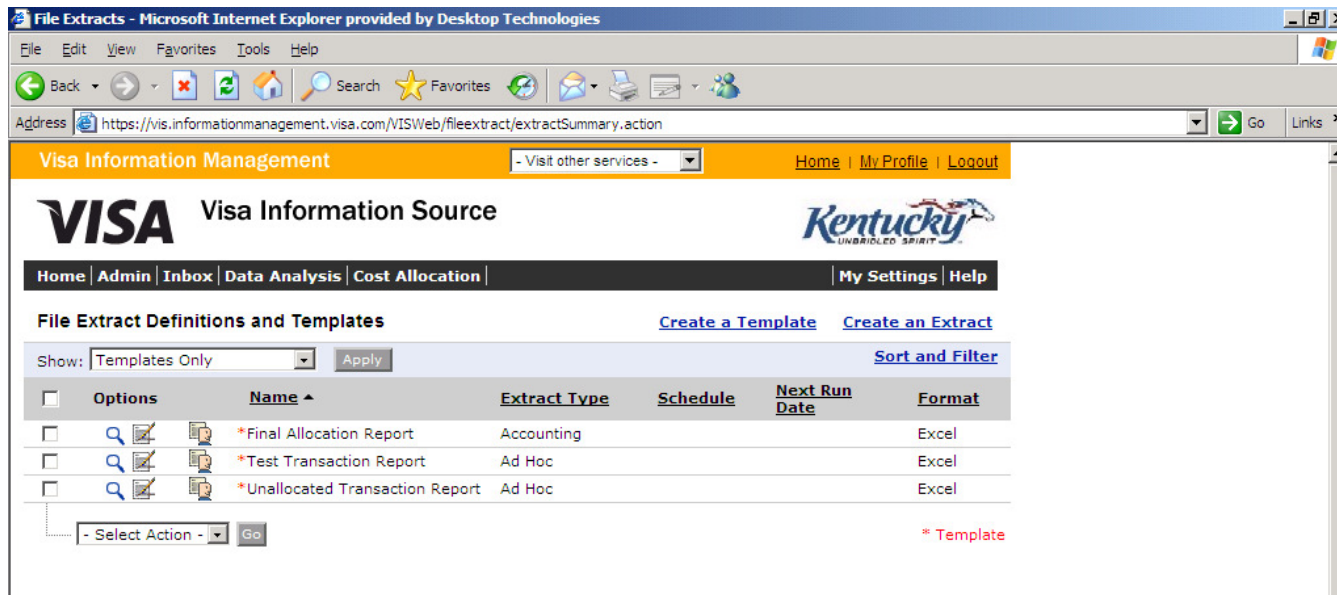
| [My Account Settings](#) |

Shortcut to extractSummary.action?MENU_COMMAND=initModule (secure Web site)

Choose Templates Only and click Apply



Click the Edit icon next to the file extract template that you want to schedule and save.



It is recommended that you run either the Test Transaction Report or the Unallocated Transaction Report prior to running the Final Allocation Report. This will allow you to see any transactions that have not yet been allocated and approved.



Enter an Extract Name at the top of the "Define a File Extract" page.


Visa Information Management - Visit other services - [Home](#) | [My Profile](#) | [Logout](#)


VISA Visa Information Source

[Home](#) | [Inbox](#) | [Data Analysis](#) | [Cost Allocation](#) Help

Define a File Extract

Data Restrictions

Organization: 

Card Account: 

Specify the Extract

Extract Type*:

Extract Name*:

Extract Description:

Format*: ☐ Compress

Extract Options

Transactions to include*:

Column Heading Format*:



Custom file header/trailer



Use custom header/trailer:

Custom File Header:

Custom File Trailer:

Extract Fields

Options	Field	Format
 	Last Name	

 Done 

Click the Schedule button at the bottom of the page.

Back Forward Stop Home Search Favorites

File Edit View Favorites Tools Help

Address https://vis.informationmanagement.visa.com/VISWeb/fileextract/extractDispatch.action?command=edit&TEMPLATE_ID=44d6c084e5a62530e7877534a0b6e

Custom File Header:

Custom File Trailer:

Extract Fields Add Extract Fields

Options	Field	Format
→	Last Name	
→	First Name	
→	Account Number	
→	Supplier Name	
→	MCC Name	
→	Transaction Date	
→	Posting Date	
→	Billing Amount	
→	Description	
→	Purpose	
→	Allocation Allocated by	
→	Allocation Approved by	
→	Allocation Indicator	

Extract Filters (Optional) Add Filters

To specify filters, click the Add Filters button above.

*=Required

Schedule Cancel

© 2002-2005 Visa. All rights reserved.

Done

Choose your Execution Frequency, Time, and Date Range.
Click Save.

The screenshot shows a web browser window with the address bar displaying `https://vis.informationmanagement.visa.com/VISWeb/fileextract/extractEdit.action`. The page header includes the Visa Information Management logo and navigation links: Home, My Profile, and Logout. The main navigation bar shows: Home | Inbox | Data Analysis | Cost Allocation | Help. The page title is "Schedule a File Extract > sample name".

The "Extract Schedule" section contains the following fields:

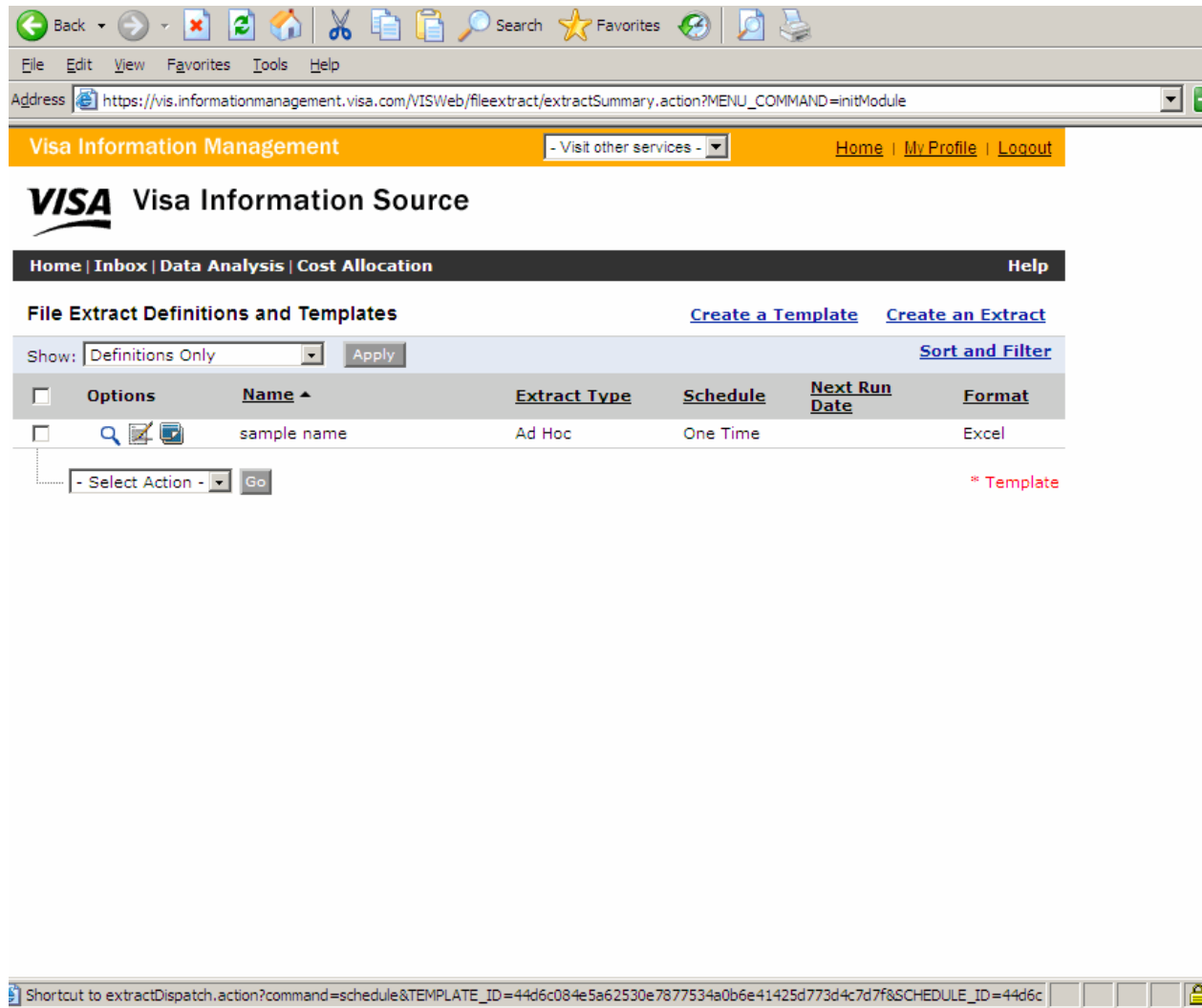
- Execution Frequency *: One Time (dropdown)
- Run on Date *: 09/28/2005 (calendar icon)
- Execution Time*:
 - ☒ Run Now
 - ☐ Select Time 18:13 hh:mm

The "Select Extract Dates" section contains the following fields:

- Select Extract Dates By*: Billing Period (dropdown)
- Select the First Billing Period*: Last Completed Period - Start Date (09/13/2002) (dropdown)
- Number of Billing Periods to Include*: 1 (text input)

At the bottom of the form, there is a note: *=Required. Below this are two buttons: Save and Cancel.

You'll return to the File Extract menu.



The screenshot shows a web browser window displaying the Visa Information Management File Extract menu. The browser's address bar shows the URL: https://vis.informationmanagement.visa.com/VISWeb/fileextract/extractSummary.action?MENU_COMMAND=initModule. The page header includes the Visa Information Management logo and navigation links: Home, My Profile, and Logout. The main content area is titled "File Extract Definitions and Templates" and includes a "Show: Definitions Only" dropdown and an "Apply" button. Below this is a table with columns: Options, Name, Extract Type, Schedule, Next Run Date, and Format. The table contains one row with the name "sample name", Extract Type "Ad Hoc", Schedule "One Time", and Format "Excel". A "Select Action" dropdown and a "Go" button are located below the table. A red asterisk and the word "Template" are displayed to the right of the "Go" button. The footer of the page shows a shortcut to the extractDispatch.action?command=schedule&TEMPLATE_ID=44d6c084e5a62530e7877534a0b6e41425d773d4c7d7f&SCHEDULE_ID=44d6c.

Visa Information Management - Visit other services - Home | My Profile | Logout

VISA Visa Information Source

Home | Inbox | Data Analysis | Cost Allocation Help

File Extract Definitions and Templates [Create a Template](#) [Create an Extract](#)

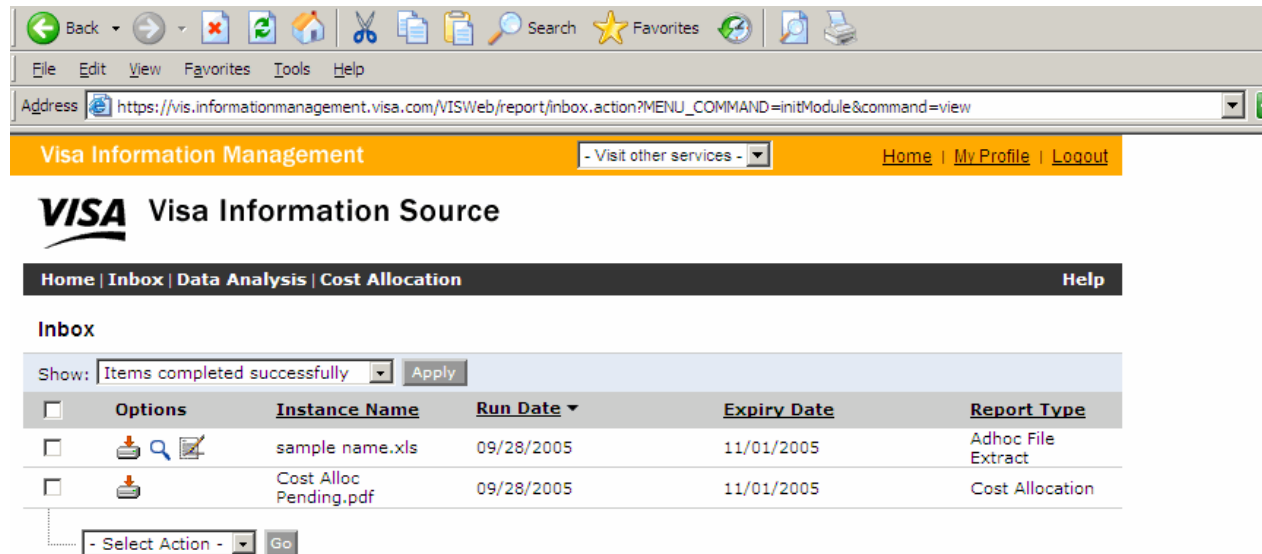
Show: Definitions Only Apply [Sort and Filter](#)

Options	Name	Extract Type	Schedule	Next Run Date	Format
<input type="checkbox"/>	sample name	Ad Hoc	One Time		Excel

- Select Action - Go * Template

Shortcut to extractDispatch.action?command=schedule&TEMPLATE_ID=44d6c084e5a62530e7877534a0b6e41425d773d4c7d7f&SCHEDULE_ID=44d6c

Click Inbox and click on the download icon next to the File Extract that you've just Scheduled.



The screenshot shows a web browser window displaying the Visa Information Management application. The address bar shows the URL: https://vis.informationmanagement.visa.com/VISWeb/report/inbox.action?MENU_COMMAND=initModule&command=view. The page header includes the Visa logo and the text "Visa Information Source". Below the header is a navigation bar with links: Home | Inbox | Data Analysis | Cost Allocation. The main content area is titled "Inbox" and shows a table of scheduled file extracts. The table has columns: Options, Instance Name, Run Date, Expiry Date, and Report Type. There are two rows of data: one for "sample name.xls" and one for "Cost Alloc Pending.pdf". Both rows show a "Run Date" of 09/28/2005 and an "Expiry Date" of 11/01/2005. The "Report Type" for the first row is "Adhoc File Extract" and for the second row is "Cost Allocation". Below the table is a dropdown menu labeled "- Select Action -" and a "Go" button.

Options	Instance Name	Run Date	Expiry Date	Report Type
<input type="checkbox"/>	sample name.xls	09/28/2005	11/01/2005	Adhoc File Extract
<input type="checkbox"/>	Cost Alloc Pending.pdf	09/28/2005	11/01/2005	Cost Allocation

Note: It may take several minutes for the file extract to appear in you inbox.

Sample File Extract (the Excel Spreadsheet was wrapped to fit on the slide)

LAST NAME	FIRST NAME	ACCOUNT NUMBER	SUPPLIER NAME	MCC NAME	TRANSACTION DATE	POSTING DATE
MIAO	CHANG	4199920000000015	COMPUTER NATION	COMPUTERS/PERIPHERALS/SOFTWARE	09/04/2002	09/04/2002
MIAO	CHANG	4199920000000015	BLACK ANGUS	EATING PLACES/RESTAURANTS	09/03/2002	09/03/2002
MIAO	CHANG	4199920000000015	DENNYS	EATING PLACES/RESTAURANTS	09/01/2002	09/01/2002

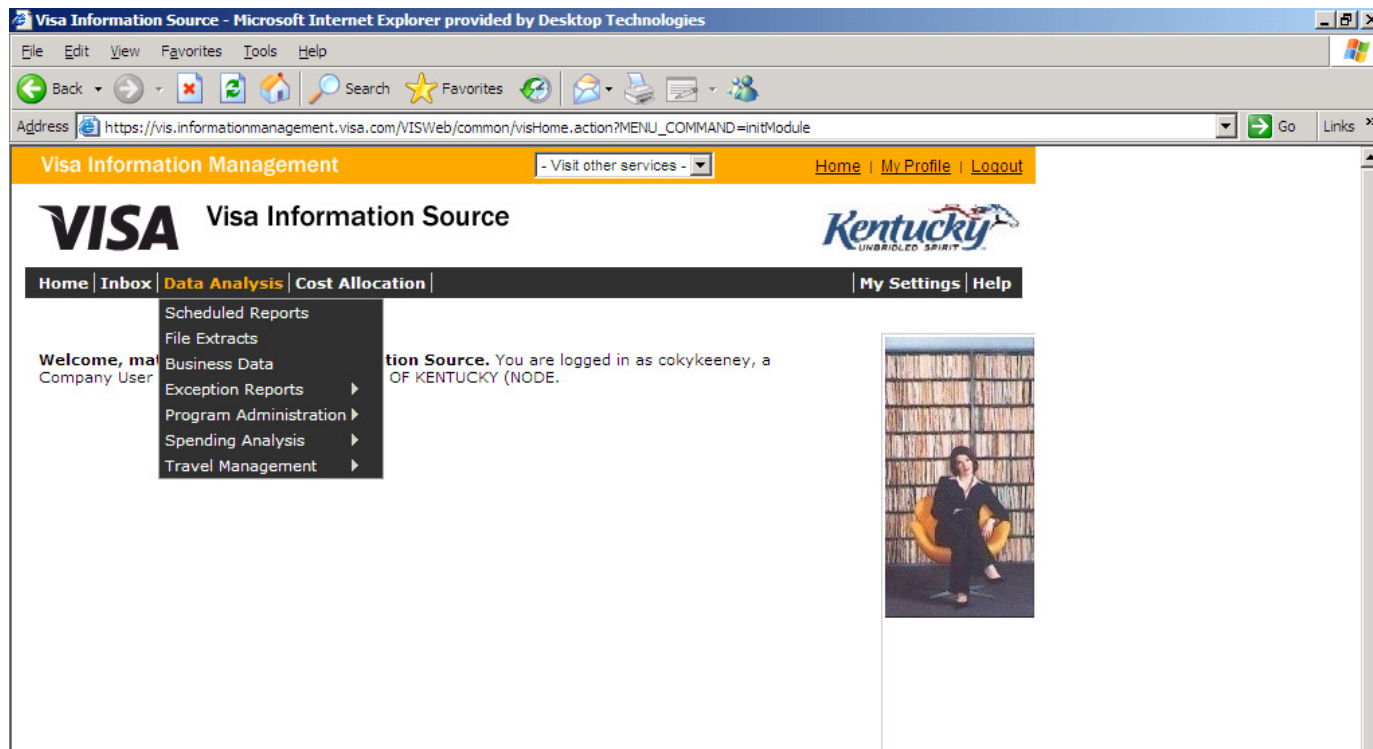
BILLING AMOUNT	DESCRIPTION	PURPOSE	ALLOCATION ALLOCATED BY
53.22	This is a sample Description.	This is a sample Business Purpose.	Demo, Kentucky
93.34	Dinner for Mr. Smith, Ms. Jones, and Mr. Thompson	Attending Annual Conference	Demo, Kentucky
327.78	Breakfast	50 Agency Coordinators attending training	Demo, Kentucky

ALLOCATION APPROVED BY	ALLOCATION INDICATOR
Approver, Kentucky	ALLOCATED AND APPROVED
Approver, Kentucky	REJECTED
	PENDING



Standard VIS Reports

Within VIS, go to Data Analysis and select one of the report categories (Exception Reports, Program Administration, Spending Analysis) and select the report you would like to run.



Cost Allocation report: will show you the current allocation status of transactions


Program Administration - Microsoft Internet Explorer provided by Desktop Technologies

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print People

Address https://vis.informationmanagement.visa.com/VISWeb/runreport.action?categoryId=39&analysisType=647&MENU_COMMAND=initModule Go Links >>

Visa Information Management - Visit other services - Home | My Profile | Logout

VISA Visa Information Source 


Home | Inbox | Data Analysis | Cost Allocation | My Settings | Help


Program Administration

Choose the type of analysis to perform

Type of Analysis*: [View Report Description](#)

Restrict your reporting to

Organization*: 

Card Account*: 

Reporting Cycle*: Start Period: End Period:

Choose from the following report parameters

Allocation Status*: ☐ All ☒ Selected

Allocation Status	Selected
Allocated	
Extracted	
Pending	
Rejected	
Allocated and Approved	

*=required

Done Internet



Select the card account (or leave on all), the date range, and the allocation status (or leave on all):

The screenshot shows the 'Visa Information Management' web application. The header includes a navigation bar with 'Home | My Profile | Logout' and a 'Visit other services' dropdown. The main header features the 'VISA' logo and 'Visa Information Source'. Below this is a secondary navigation bar with 'Home | Inbox | Data Analysis | Cost Allocation | My Settings | Help'. The 'Cost Allocation' section is active, showing 'Program Administration'. Under 'Choose the type of analysis to perform', 'Type of Analysis*' is set to 'Cost Allocation' with a 'View Report Description' link. The 'Restrict your reporting to' section includes 'Organization*' (COMMONWEALTH OF KENTUCKY), 'Card Account*' (All), and 'Reporting Cycle*' (Billing). The 'Choose from the following report parameters' section shows 'Allocation Status*' with radio buttons for 'All' and 'Selected'. A list of allocation statuses (Allocated, Extracted, Pending, Rejected, Allocated and Approved) is shown on the left, with 'Allocated' selected. A 'Selected' box is on the right. At the bottom, there are buttons for 'View', 'Send', 'Schedule', and 'Reset'. A footnote indicates '*=required'.

Then click one of the following:

View – to view the report on-line

Send – to send the report to your inbox to download it

Schedule – to schedule the report to run on a recurring basis



Viewing the report on-line:

Cost Allocation Pending

Company: DEMO-COMPANY-PURCHASING
Card Type: Purchasing
Organization: HQ
Card Account: All card accounts
Cycle: Billing from 06/13/2002 to 10/12/2002

[Send to Inbox](#)

[Close Report](#) ☐

Cardholder Name Card Account No.

Allocation Status	Allocated by	Trans Amount	Approver	Tax 1-POS	Tax 1-from Cardholder	Tax 2-POS	Tax 2-from Cardholder
Trans Date	Supplier Name		Net Amount				
Posting Date	MCC Code, MCC Description Customer Code (CRI) Allocation Information Line Item Description						
	Split Description Allocated to Allocation Description			% Allocated	Allocated Amt	Tax1	Tax2
MIAO, CHANG	XXXX XXXX 0000 0015						
PENDING	Demo, Kentucky						
07/04/02	CORNER PUB	54.32	54.32	0.00	0.00	0.00	0.00
07/04/2002	5813 BARS/TAVERNS/LOUNGES/DISCOS						
	1			100.00%	54.32	0.00	0.00
	Lunch Working Lunch for Department Lunch Working Lunch for Department						
Allocation Totals				100.00%	54.32	0.00	0.00
PENDING	Demo, Kentucky						
09/01/02	DENNYS	327.78	327.78	0.00	0.00	0.00	0.00
09/01/2002	5812 EATING PLACES/RESTAURANTS						
	1			100.00%	327.78	0.00	0.00
	Breakfast 50 Agency Coordinators attending training						



Sending report to Inbox

The screenshot shows a web browser window titled "Visa Information Source: Save Online Report - Microsoft Internet Explorer provided by Desktop Technologies". The address bar shows the URL "https://vis.informationmanagement.visa.com/VISWeb/programadmin.action". The page has a navigation bar with "Home", "My Profile", and "Logout" links. Below the navigation bar, there is a "Visa Information Source" header with the "Kentucky UNBRIDLED SPIRIT" logo. The main content area is titled "Save the Report: Cost Allocation" and contains a form with the following fields:

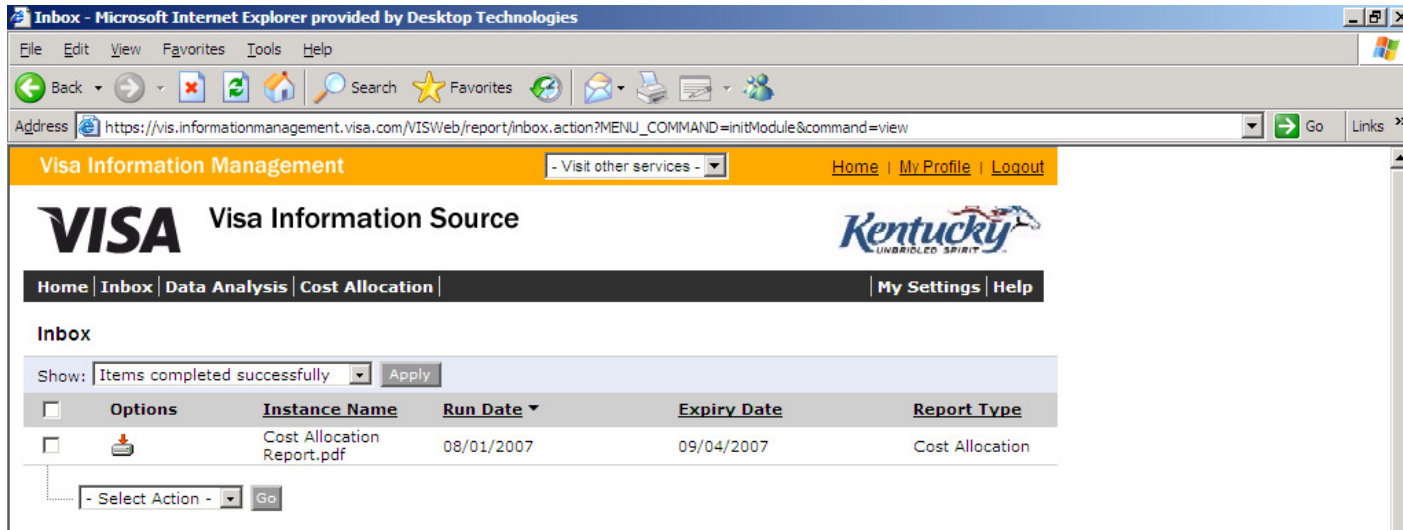
- Report File Name*:** A text input field.
- Report Format*:** Radio buttons for "PDF (Acrobat) file" (selected) and "XLS (Excel) file".
- Send To*:** Radio buttons for "Inbox" (selected) and "E-mail Recipient".
- ☐ When the report is ready, notify me at name@email.com

At the bottom of the form, there is a note "*=required" and three buttons: "Save", "Reset", and "Cancel".

- Name the report
- Select either PDF or Excel format
- Click button next to Inbox
- Check box if you would like to be notified via email when your report is ready to be retrieved from your VIS inbox
- Click Save



Retrieving report from Inbox




Click on Inbox in the black bar. Once the processing of the report is complete it will appear.

Note: it may take several minutes for processing to complete.

Click on the download icon  to either open or save the report

Scheduling a Report


VISA Visa Information Source 

Home | Inbox | Data Analysis | Cost Allocation | My Settings | Help

Schedule a Report

Report Scheduling Information

Report Name*:

Execution Frequency*: ☒ One Time, on date  ☐ Daily ☐ Weekly, on day of the week ☐ Monthly, on day of the month ☐ Quarterly / ☐ Annually

Type of Period: Run days after period end

☐ Run days after billing period end

Execution Time*:

Delivery Option*:

Select Report Recipients

Select recipients for this report*:

jeffs.perkins@ky.gov

steve.seger@ky.ngb.army.mil

202@kih.net

aaron.keatley@ky.gov

aaronw.mobley@ky.gov

acummings@ket.org

ada.wesley@ky.gov

adam.fritsch@ky.gov

adam.humphrey@ky.gov

adam.mcguire@ky.gov

>

<

*=required

- Name the report
- Select an Execution Frequency
- Select an Execution Time
- Select to have the report scheduled to be sent to an email address or your VIS Inbox
- Click Save

Other Standard VIS Reports that you may find useful

Company Billing – displays transaction information for your agencies billing account by completed billing periods only

- Summary – displays consolidated totals
- Detail – displays transaction data for all individual card accounts in your agency

Supplier Spending – displays spend with all or selected suppliers

- Summary - displays a summary of transactions sorted by supplier for the specified period.
- Detail - displays supplier-related transactions by supplier name then by individual cardholder account.



Company Billing (Summary)



CompanyA

BigBank™

Company Billing Summary

All Billing Accounts

Company: COMPANY AA
Card Type: Purchasing
Organization: HQ
Card Account: All card accounts
Cycle: Billing from 06/13/2002 to 07/12/2002

Purchase Information					Account Information		
Cardholder Name, Card Account No.							
Period Ending Monthly Limit	Purchases	Credits	Payments	Other Charges	Starting Balance Ending Balance	Past Due Amount Disputed Amount	Unaccounted Difference
MILES, PETER XXXX XXXX XXXX 0001							
07/12/2002	46,744.90	(6,400.00)	(250.00)	8,150.00	20,000.00	50.00	23,348.20
100,000					45,396.70	1,000.00	
Subtotals	46,744.90	(6,400.00)	(250.00)	8,150.00			
Totals	46,744.90	(6,400.00)	(250.00)	8,150.00			
Note: If there is a non-zero amount in the Unaccounted Difference field, then the sum of the transactions plus fees/past due amounts/etc, does not equal the Ending Balance.							

Company AA message

Welcome to VISA Information Source!

- End of Report -



Company Billing (Detail)



CompanyA

BigBank™

Company Billing Detail

All Billing Accounts

Company: COMPANY AA
Card Type: Purchasing
Organization: HQ
Card Account: All card accounts
Cycle: Billing from 06/13/2002 to 07/12/2002

Billing Account

Billing Period End Date

Cardholder Name

Card Account No.

Transaction Date

Posting Date

Department

Transaction Amount

Supplier Name

Supplier Location

Totals for MILES, PETER XXXXXXXXXXXX0001

Period Ending 07/12/2002

SMITH, BARRY

XXXX XXXX XXXX 0002

SALES (20000000)

06/13/2002

06/16/2002

3,000.00

AIR FRANCE

06/14/2002

06/17/2002

500.00

AMERICAN
US, SAN MATEO CA

06/15/2002

06/18/2002

250.00

AMERICAN
US, SAN MATEO CA

06/16/2002

06/19/2002

(1,000.00)

AMERICAN
US, SAN MATEO CA

06/17/2002

06/20/2002

(750.00)

AMERICAN
US, SAN MATEO CA

06/21/2002

06/21/2002

50.00

06/22/2002

06/22/2002

25.00

06/23/2002

06/23/2002

500.00

UNITED
US, SAN FRANCISCO CA

07/01/2002

07/01/2002

50.00

AUTOMATED TELLER MACHINE
US, WALNUT CREEK CA



Company Billing (Detail) cont.

Billing Account		Card Account No.		Department	
Billing Period End Date	Cardholder Name	Transaction Date	Posting Date	Transaction Amount	Supplier Name Supplier Location
JACOBS, PEDRO	XXXX XXXX XXXX 0014	07/01/2002	07/01/2002	150.00	SALES (20000000)
					CIGAR STORE
					US, WALNUT CREEK CA
	07/03/2002	07/03/2002	166.00	CIGAR STORE	
				US, WALNUT CREEK CA	
	07/04/2002	07/04/2002	103.00	WINCHELLS DONUTS	
				US, WALNUT CREEK CA	
Totals for JACOBS, PEDRO XXXX XXXX XXXX 0014				419.00	3 Transactions
MARKS, JASON	XXXX XXXX XXXX 0015	07/01/2002	07/01/2002	567.78	MARKETING (30000000)
					CINDERELLA SHOES
					US, WALNUT CREEK CA
	07/03/2002	07/03/2002	33.34	BLACK ANGUS	
				US, WALNUT CREEK CA	
	07/04/2002	07/04/2002	54.32	CORNER PUB	
				US, WALNUT CREEK CA	
Totals for MARKS, JASON XXXX XXXX XXXX 0015				655.44	3 Transactions
TAYLOR, DAMON	XXXX XXXX XXXX 0016	07/01/2002	07/01/2002	65.41	HR (40000000)
					OFFICEMAX
					US, SAN FRANCISCO CA
	07/03/2002	07/03/2002	167.85	OFFICEMAX	
				US, SAN FRANCISCO CA	
	07/04/2002	07/04/2002	200.00	JOES PUB	
				US, WALNUT CREEK CA	
Totals for TAYLOR, DAMON XXXX XXXX XXXX 0016				433.26	3 Transactions
Totals for Period Ending 07/12/2002				40,738.80	127 Transactions
Totals for MILES, PETER XXXXXXXXXXXXX0001				40,738.80	127 Transactions
Grand Totals				40,738.80	127 Transactions



Supplier Spending (Summary)



Supplier Spending Summary All Suppliers

Company: COMPANY AA
Card Type: Corporate
Organization: HQ
Card Account: All card accounts
Cycle: Billing from 06/13/2002 to 11/12/2002
Sort by: Supplier Name - Ascending (default)

Supplier Supplier Location	Transactions		Purchase Information				Fiscal Year to Date	
	Count	With Detail	Purchases	Credits	Net Amount	Avg Amount	Purchases	Credits
US, UNIT	7	0	1,778.00	0.00	1,778.00	254.00	0.00	0.00
1-800-FLORIST	1	0	145.00	0.00	145.00	145.00	0.00	0.00
US, ATLANTA GA								
AIR CANADA	2	2	2,360.00	0.00	2,360.00	1,180.00	0.00	0.00
CA, WINNIPEG MB								
AIR FRANCE	2	2	6,000.00	0.00	6,000.00	3,000.00	0.00	0.00
FR, PARIS FRAN								
AMERICAN	8	8	1,500.00	(3,500.00)	(2,000.00)	(250.00)	0.00	0.00
US, SAN MATEO CA								
AVIS RENT-A-CAR	26	26	3,992.40	0.00	3,992.40	153.55	0.00	0.00
US, SAN FRANCISCO CA								
BANK OF THE WEST	7	0	943.19	0.00	943.19	134.74	0.00	0.00
US, WALNUT CREEK CA								
BANK OF THE WEST	7	0	927.19	0.00	927.19	132.46	0.00	0.00
US, WALNUT CREEK CA								
BANK OF THE WEST	7	0	1,317.32	0.00	1,317.32	188.19	0.00	0.00
US, WALNUT CREEK CA								
BLACK ANGUS	4	0	346.68	0.00	346.68	86.67	0.00	0.00
US, WALNUT CREEK CA								



Supplier Spending (Detail)



Supplier Spending Detail

All Suppliers

Company: COMPANY AA
Card Type: Corporate
Organization: HQ
Card Account: All card accounts
Cycle: Billing from 07/13/2002 to 09/12/2002

Supplier Supplier Location	Cardholder Name	Card Account No.	Trans Date Posting Date	Reference No.	Trans Amount
1-800-FLORIST US, ATLANTA GA	GABLES, MARVIN	XXXX 9100 0000 0012	09/04/2002		
AVIS RENT-A-CAR US, SAN FRANCISCO CA	SUAREZ, BENITO	XXXX 9100 0000 0004	07/18/2000 07/21/2002	58564450151316055454471 51564450151316055454406	145.00 150.00
AVIS RENT-A-CAR US, SAN FRANCISCO CA	SUAREZ, BENITO	XXXX 9100 0000 0004	07/11/2002 07/13/2002		150.00
AVIS RENT-A-CAR US, SAN FRANCISCO CA	SUAREZ, BENITO	XXXX 9100 0000 0004	07/13/2002 07/14/2002	41564450151316055454405 41564450151316055454406	150.00 150.00
AVIS RENT-A-CAR US, SAN FRANCISCO CA	SMITH, RUSS	XXXX 9100 0000 0006	07/13/2002 07/13/2002		150.00
AVIS RENT-A-CAR US, SAN FRANCISCO CA	ANDERSON, BILL	XXXX 9100 0000 0005	07/18/2002 07/18/2002		150.00
AVIS RENT-A-CAR US, SAN FRANCISCO CA	DOE, JASON	XXXX 9100 0000 0007	07/18/2002 07/17/2002		150.00
AVIS RENT-A-CAR US, SAN FRANCISCO CA	SMITH, RUSS	XXXX 9100 0000 0006	07/18/2002 07/17/2002		150.00
AVIS RENT-A-CAR US, SAN FRANCISCO CA	SUAREZ, BENITO	XXXX 9100 0000 0004	07/19/2002 07/21/2002		150.00
AVIS RENT-A-CAR US, SAN FRANCISCO CA	SMITH, RUSS	XXXX 9100 0000 0006	07/20/2002 07/20/2002		150.00
AVIS RENT-A-CAR US, SAN FRANCISCO CA	ANDERSON, BILL	XXXX 9100 0000 0005	07/25/2002 07/25/2002		150.00
AVIS RENT-A-CAR			07/25/2002		

Supplier Spending Detail


tt 04/15/2004 11:04 AM

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Card Management

Click on Card Management from the Homepage

 **Visa Information Management**

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Welcome to Visa Information Management [Help](#)


Messages

[Scroll On / Off](#)

Visa Information Management is scheduled for routine maintenance. This service will not be available during the following times: 10/01/2005 01:00 AM (EDT) to 10/02/2005 03:00 PM (EDT). For further information, please contact your financial institution.

Services

Card Management Card Program Maintenance Tools	Visa Information Source Spending Management Tools
Mailbox Data Delivery and Storage Service	Visa® Supplier Locator US Suppliers Welcoming Visa Commercial Cards




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Card Management Main Menu. Select Card Management.

Visa Information Management

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 **Card Management**



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Card Management Home

User ID: kentuckycardmgmt

Welcome to Card Management. You are logged in as a Company Administrator.

To begin using Card Management:
Choose any function from the navigation bar. For detailed information and instructions, click [Help](#).

To navigate within Card Management:
Click a navigation bar link, an icon, or a button. Use of your browser's **Back**, **Forward**, and **History** buttons is not supported and may result in errors.

When you are finished with Card Management:
Select another service from the Quick Links drop-down list, or click **Home** in the Visa Information Management navigation bar to return to Visa Information Management. Click **Logout** to leave Visa Information Management.


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Search for card by name or account number. Click Go.

Visa Information Management

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 Card Management



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[Help](#)

Search Card Account

User ID: kentuckycardmgmt

[Edit Hierarchy Node Data](#)

Last Name

First Name

Account Number


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The Card Accounts Display.

Visa Information Management

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Help

Search Card Account

User ID: kentuckycardmgmt

[Edit Hierarchy Node Data](#)





























































Last Name

First Name

Account Number

Go

Reset

Options	Cardholder Name	Account Number
   	, CASPER	*****02730019
   	, TEST	*****02155837
   	ACCOUNT, TEST	*****02738632
   	CARDHOLDER, IMA	*****02774470
   	CONNOR, CHRISTINE	*****02155845
   	CORP, PROCARDTEST	*****02155795
   	DHOE, JOHN	*****02757913
   	DOE, JOHN	*****02769389
   	GODMOTHER, FAIRY	*****02155829
   	LACHEY, NICK	*****02581925
   	LASTNAME, FIRST	*****02729961
   	NAME, CARDHOLDER	*****02586049
   	SAMPLE, JUNIOR	*****02757046
   	SAMPLE, JUNIOR	*****02786870
   	SAMPLE, JUNIOR	*****02797984



View Card Account

View Card Account: *****02730019

Cardholder : CASPER

(Source : Card Management) Last Updated: 09/29/2005

[Edit Card Account](#)

Cardholder Data

Short Name : CASPER
Name Line 1: CASPER
Name Line 2: THE FRIENDLY GHOST CARD
Address 1: 100 1ST AVE
Address 2:
City: PITTSBURGH
State/Province: PA
Postal Code: 152221514
Expiration Date: 08/27/2005
E-mail Address: CASPER@FAKE.NET
Employee ID:
Work Phone: 0000000000
Home Phone: 0000000000
Date of Birth:
Social Security Number: 000001234
Number of Cards Requested: 0
Number of Cards To Reissue: 0
Transit Routing Number: 043000096
DDA: 00000000000000

Allocation Data

GL Sub-account Code:

Account Limits

Card Limit: 0
Cash Advance Limit(%): 0

Account Status

Account Status: V9

Groups Data

Authorization Data

Use Parent Limits: Yes
Use Parent Velocity: Yes
Cycle Volume: 0
Daily Volume: 0
Monthly Volume: 0
Other Volume: 0
Other Number of Days: 0
Other Refresh Date To:

Use Parent MCC Groups: Yes
Single Purchase Limit: 10
Cycle Amount: 0
Daily Amount: 0
Monthly Amount: 0
Other Amount: 0
Other Refresh Date:





Close Card Account.

Visa Information Management

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 Card Management



Home | Card Management | Audit Report

Help

Confirm Close Card Account: *****02730019

User ID:
kentuckycardmgmt

You are about to close the Card Account: *****02730019.
Click Continue to confirm account closure, or click Cancel to return to the Search Card Account page.

Continue

Cancel

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Request replacement Plastic

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Home | **Card Management** | Audit Report Help

Request New Plastic for: *****02730019

User ID: kentuckycardmgmt

Current Date : 09/29/2005 5:27 PM, EDT

Cardholder Data

Cardholder Name: , CASPER

* Number of Cards:

Delivery Information

* Delivery Option:

Normal Delivery

Deliver Plastic to Alternate Address: ☐

Address 1:

Address 2:

City:

State/Province:

Postal Code:

Add Comments:

* Required Information.

Submit

Cancel

Reset

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Edit Card Account

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VISA Card Management **PNC BANK**

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Update Card Account: *****02155837 Cardholder: , TEST

Select the segment you wish to Edit.

☐ All
☐ Account Information
☐ Account Authorization

[Next](#)

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Account Information – General info on the account:
Name, Address, Expiration Date, SSN, Spending Limit

Account Authorization – More detailed restrictions: Daily
Limit, Single Transaction Limit, MCC Restrictions



Editing Account Information

Click the refresh icon  to update view to real-time



Update Account Information: *****02155837

Cardholder: , TEST

(Source : Card Management) Last Updated: 09/29/2005 

You cannot report an account lost/stolen within this website. Please call the 24x7 customer service number at the financial institution if you need to report an account lost/stolen.

Cardholder Data

Short Name :	TEST
* Name Line 1:	<input type="text" value="TEST*"/> For example: Jane*Dhoe, Jane C*Dhoe
Name Line 2:	<input type="text" value="GENERIC ACE TEST COMPANY"/> For example: ABC Company*
* Address 1:	<input type="text" value="PNC FIRSTSIDE CENTER"/>
Address 2:	<input type="text" value="500 3ST AVE"/>
* City:	<input type="text" value="AUSTIN"/>
* State/Province:	<input type="text" value="TX"/>
* Postal Code:	<input type="text" value="787380000"/>
* Expiration Date:	<input type="text" value="06/01/2007"/>  (MM/dd/yyyy)
E-mail Address:	<input type="text"/>
Employee ID:	<input type="text" value="1234567"/>
Work Phone:	<input type="text" value="0000000000"/>
Home Phone:	<input type="text" value="0000000000"/>
Date of Birth:	<input type="text" value="01/01/1950"/>  (MM/dd/yyyy)
Social Security Number:	<input type="text" value="000000000"/> (last 4 digits used for card activation)
* Number of Cards Requested:	<input type="text" value="0"/>
* Number of Cards To Reissue:	<input type="text" value="0"/>
Transit Routing Number:	043000096
DDA:	000000000000000

Allocation Data

G/L Sub-account Code:



Account Limits

* Card Limit:




Source changes to Real-Time and all fields populate.
The current day's date will appear next to Last Updated (to
the left of the refresh icon)

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 **Card Management** 



[Home](#) | [Card Management](#) | [Audit Report](#) [Help](#)

Update Account Information: *****02155837 **Cardholder:** , TEST

(Source : Real-Time) Last Updated: 09/29/2005 





You cannot report an account lost/stolen within this website. Please call the 24x7 customer service number at the financial institution if you need to report an account lost/stolen.

Cardholder Data

Short Name :	TEST	
* Name Line 1:	<input type="text" value="TEST*"/>	For example: Jane*Dhoe, Jane C*Dhoe
Name Line 2:	<input type="text" value="GENERIC ACE TEST COMPANY"/>	For example: ABC Company*
* Address 1:	<input type="text" value="PNC FIRSTSIDE CENTER"/>	
Address 2:	<input type="text" value="500 3ST AVE"/>	
* City:	<input type="text" value="AUSTIN"/>	
* State/Province:	<input type="text" value="TX"/>	
* Postal Code:	<input type="text" value="787380000"/>	
* Expiration Date:	<input type="text" value="06/01/2007"/> 	(MM/dd/yyyy)
E-mail Address:	<input type="text"/>	
Employee ID:	<input type="text" value="1234567"/>	
Work Phone:	<input type="text" value="0000000000"/>	
Home Phone:	<input type="text" value="0000000000"/>	
Date of Birth:	<input type="text" value="01/01/1950"/> 	(MM/dd/yyyy)
Social Security Number:	<input type="text" value="000000000"/> (last 4 digits used for card activation)	
* Number of Cards Requested:	<input type="text" value="0"/>	
* Number of Cards To Reissue:	<input type="text" value="0"/>	
Transit Routing Number:	043000096	
DDA:	00000000000000	

Allocation Data

Scroll to the bottom of the page to change Spending Limit.

State/Province:	IA
* Postal Code:	787380000
* Expiration Date:	06/01/2007  (MM/dd/yyyy)
E-mail Address:	
Employee ID:	1234567
Work Phone:	0000000000
Home Phone:	0000000000
Date of Birth:	01/01/1950  (MM/dd/yyyy)
Social Security Number:	000000000 (last 4 digits used for card activation)
* Number of Cards Requested:	0
* Number of Cards To Reissue:	0
Transit Routing Number:	043000096
DDA:	00000000000000
Allocation Data	
G/L Sub-account Code:	14100 007900 7139
Account Limits	
* Card Limit:	10
Future Card Limit:	
* Cash Advance Limit(%):	50 (Please allow 24 hours for update)
Effective Date:	
Account Status	
Account Status:	
* Required Information.	
<div>Next Cancel</div>	
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You can make Spending Limit change temporary by entering a Future Limit and Effective Date.

ENTER VALUES:

* Postal Code: 787380000

* Expiration Date: 06/01/2007 (MM/dd/yyyy)

E-mail Address:

Employee ID: 1234567

Work Phone: 0000000000

Home Phone: 0000000000

Date of Birth: 01/01/1950 (MM/dd/yyyy)

Social Security Number: 000000000 (last 4 digits used for card activation)

* Number of Cards Requested: 0

* Number of Cards To Reissue: 0

Transit Routing Number: 043000096

DDA: 00000000000000

Allocation Data

G/L Sub-account Code: 14100 007900 7139

Account Limits

* Card Limit: 1

Future Card Limit: 10 Effective Date: 10/31/2005

* Cash Advance Limit(%): 50 (Please allow 24 hours for update)

Account Status

Account Status:

* Required Information.

Next Cancel


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Enter Comments. Comments will appear on the Audit Report. Click Done.

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Add Comment to Cardholder Update: *****02155837 Cardholder: , TEST

Update Comments

Add Comments:

Done

Back

Cancel

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Confirmation Page appears. Review and scroll to the bottom of the page. You may want to print this page.

Visa Information Management		Visit other services	Home My Profile Logout
VISA Card Management		PNC BANK	
Home Card Management Audit Report		Help	
Confirm Account Information: *****02155837		Cardholder: , TEST	
Current Date : 09/29/2005 5:35 PM, EDT			
Cardholder Data			
Short Name :	TEST		
Name Line 1:	TEST*		
Name Line 2:	GENERIC ACE TEST COMPANY*		
Address 1:	PNC FIRSTSIDE CENTER		
Address 2:	500 3ST AVE		
City:	AUSTIN		
State/Province:	TX		
Postal Code:	787380000		
Expiration Date:	06/01/2007		
E-mail Address:			
Employee ID:	1234567		
Work Phone:	0000000000		
Home Phone:	0000000000		
Date of Birth:	01/01/1950		
Social Security Number:	000000000		
Number of Cards Requested:	0		
Number of Cards To Reissue:	0		
Transit Routing Number:	043000096		
DDA:	00000000000000		
Allocation Data			
G/L Sub-account Code:	14100 007900 7139		
Account Limits			



Click the Confirm button at the bottom of the page.


Address 2:	500 351 AVE		
City:	AUSTIN		
State/Province:	TX		
Postal Code:	787380000		
Expiration Date:	06/01/2007		
E-mail Address:			
Employee ID:	1234567		
Work Phone:	0000000000		
Home Phone:	0000000000		
Date of Birth:	01/01/1950		
Social Security Number:	000000000		
Number of Cards Requested:	0		
Number of Cards To Reissue:	0		
Transit Routing Number:	043000096		
DDA:	00000000000000		
Allocation Data			
G/L Sub-account Code:	14100 007900 7139		
Account Limits			
Card Limit:	1	Effective Date: 10/31/2005	
Future Card Limit:	10		
Cash Advance Limit(%):	50		
Account Status			
Account Status:			
Update Comments			
Comment:	sample for training		
<div>ConfirmBack</div>			

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When you see Congratulations! the change has occurred.

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VISA Card Management 

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Confirm Account Information: *****02155837 Cardholder: , TEST

Current Date : 09/29/2005 5:36 PM, EDT

Congratulations! Account *****02155837 has been successfully updated.

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Editing Account Authorization


Click the refresh icon  to update view to real-time

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Update Account Authorizations and MCCGs *****02155837

Cardholder: , TEST

(Source : Card Management)

Last Updated: 09/29/2005 

MCC Groups

Update	Sequence	Action	Group Name
<input type="checkbox"/>			Authorization Data
<input type="checkbox"/>	<input checked="" type="checkbox"/> No. 1	No Action	PSU7299
<input type="checkbox"/>	No. 2	Include	PENNSTAT1
<input type="checkbox"/>	No. 3	No Action	<input type="text"/> ? Expiration Date: <input type="text"/> 
<input type="checkbox"/>	No. 4	No Action	<input type="text"/> ? Expiration Date: <input type="text"/> 
<input type="checkbox"/>	No. 5	No Action	<input type="text"/> ? Expiration Date: <input type="text"/> 
<input type="checkbox"/>	No. 6	No Action	<input type="text"/> ? Expiration Date: <input type="text"/> 
<input type="checkbox"/>	No. 7	No Action	<input type="text"/> ? Expiration Date: <input type="text"/> 
<input type="checkbox"/>	No. 8	No Action	<input type="text"/> ? Expiration Date: <input type="text"/> 
<input type="checkbox"/>	No. 9	No Action	<input type="text"/> ? Expiration Date: <input type="text"/> 

Update Values

Cancel

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On this screen you can change the Single Purchase Limit,
Daily Limit, etc.

Update Account Authorizations and MCCGs: ***02757913** **Cardholder: DHOE, JOHN**

Edit "Authorization Data" Value Limits

Use Parent MCC Groups : ☒

Monetary Limits

Use Account Level Limits : ☒ Use Parent Limits : ☒

Single Purchase Limit:

Velocity Limits

Use Account Level Velocity : ☒ Use Parent Velocity : ☒

Cycle Volume:

Cycle Amount:

Daily Volume:

Daily Amount:

Monthly Volume:

Monthly Amount:

Other Volume:

Other Amount:

Other Number of Days:

Other Refresh Date: (yy/MM/dd)

Other Refresh Date To: (yy/MM/dd)

- Make your update and click Next
- Then enter comments and click Done
- Then review Confirmation Page and click Confirm
- When you see the Congratulations message your change has occurred




Audit Report


Search by Date, Account, Query Type, Status, or User ID.

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Home | Card Management | **Audit Report** Help

Search for an Audit Report User ID: kentuckycardmgmt

From Date
09/29/2005

To Date
09/29/2005

Account Number

Query Type
Any

Status
Any

Updated by

Go

Reset

Date ▼	Account Number/ Hierarchy Node	Financial Institution	Company	Query Type	Status
09/29/2005	*****02155837	PNC - 1940	VIM CARD MAINT TEST CO 1940	Update Account Information	Success
09/29/2005	*****02155837	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Success
09/29/2005	*****02155837	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Success
09/29/2005	*****02155837	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Success
09/29/2005	*****02730019	PNC - 1940	VIM CARD MAINT TEST CO 1940	Update Account Information	Success
09/29/2005	*****02769389	PNC - 1940	VIM CARD MAINT TEST CO 1940	Update Account All	Success
09/29/2005	*****02769389	PNC - 1940	VIM CARD MAINT TEST CO 1940	View Account Information	Success

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Audit report detail – red text at top of page includes the date the account was updated and the user ID that made the update

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VISA Card Management **PNC BANK**

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Audit Report - View Account Information: Account Number
*****02155837 **User ID: kentuckycardmgmt**

Date Updated: 09/29/2005
Updated by: kentuckycardmgmt
Status: Success
Query Type: Update
Visa Message ID: 41859

Cardholder Data

Short Name :
Name Line 1:
Name Line 2:
Address 1:
Address 2:
City:
State/Province:
Postal Code:
Expiration Date:
E-mail Address:
Employee ID:
Work Phone:
Home Phone:
Social Security Number:
Number of Cards Requested:
Number of Cards To Reissue:
Transit Routing Number:
DDA

Allocation Data

G/L Sub-account Code:



Audit report detail – the field that was updated will be populated with the update. Comments that were entered when change was made to the account appear at bottom of page.

Name Line 2:	
Address 1:	
Address 2:	
City:	
State/Province:	
Postal Code:	
Expiration Date:	
E-mail Address:	
Employee ID:	
Work Phone:	
Home Phone:	
Social Security Number:	
Number of Cards Requested:	
Number of Cards To Reissue:	
Transit Routing Number:	
DDA	

Allocation Data		
G/L Sub-account Code:		

Account Limits		
Card Limit:	1	
Future Card Limit:	10	Effective Date: 10/31/2005
Cash Advance Limit (%):		

Account Status	
Account Status:	

Update Comments	
Comment:	sample for training
<input type="button" value="OK"/>	

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VIM – Common Reasons for a User ID to be disabled

- Every User must login at least once in a 35 day period otherwise the ID will become inactive and will require a password reset. Please note that the 'inactive' status will not disappear. However, after the password is reset, the user will be able to access the system.
- A user will be disabled if an incorrect password is entered 3 times within a 15 minute time period.
- Once CRC has changed the password for a user, the user must enter a new password which follows the password guidelines. It must be between 8-14 characters, contain at least one number and can not spell a name or something easily guessed.



VIM – Changing Passwords: Some Helpful Tips

- As mentioned, a password must be between 8-14 characters in length. Contain at least one numeric value and can not spell a common word or name.
- Once CRC has created a temporary password for a disabled user, the user will be required to create a new permanent password. A password change is also required every 35 days.
- The user must choose a new password that fits the criteria, otherwise the password will not be accepted. There is a message that will appear indicating the password was not accepted in red lettering along with an OK button. It is common that users will not read the message and only click the OK button which takes them back to the login screen.
- If a user is taken back to the login screen after changing a password, the new password **was not** accepted. They will need to use the old password and choose a new permanent password which fits the criteria.
- If a user is successful in changing their password they will be taken on to the security questions in VIM. (They will need to pick and answer new security questions for admin password resets, or answer an existing security question for a system prompted password change.)



Questions



Web Update

Kentucky: Finance Cabinet - Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <http://finance.ky.gov/internal/procards/> Go Links SnagIt

Kentucky Finance Cabinet > Internal Resources > Procurement Cards > Overview



Our Cabinet

- Doing Business With Kentucky
- Internal Resources
- Archibus
- Customer Resource
- eMARS
- Emergency Procedures
- MARS
- Postal Services
- Procurement Cards
- Surplus Property
- Travel Regulations
- Buildings and Properties
- High Performance Buildings Advisory Committee
- E-Transparency

Procurement Card Program Documentation

[FAP 111-58-00 Procurement Card Program.doc](#) (61.5KB) (03/03/06)

[Procurement Card Program Policies and Procedures Guide.doc](#) (353KB) (11/20/07)

[New Site\(s\) Agreement.doc](#) (Formerly Agency Agreement) (23KB) (10/08/04)

[Pcard Payment Schedule.xls](#) (15.5KB) (11/19/07)

[Sales and Use Tax Certificate.pdf](#) (49.69KB) (03/01/04)

[Custodial Card.doc](#) (27KB) (09/25/07)

PNC PCard Resources

[PNC Site Agreement.xls](#) (50.5KB) (09/19/07)

[PNC Usage Agreement.doc](#) (60KB) (10/04/05)

[VIS Approver Guide.doc](#) (1.58MB) (11/18/05)

[VIS Cardholder Guide.doc](#) (1.61MB) (11/18/05)

[VIS Site Administrator Getting Started Guide.doc](#) (4.67MB) (12/20/05)

[VIS Web Site Access.doc](#) (29KB) (07/23/07)

[Dispute Form.doc](#) (30KB) (01/17/06)

Related Content

[Customer Resource Center - Help Desk](#)

The Customer Resource Center provides Help Desk support, training, and continuous process improvement services for state employees in administrative services job functions and for vendors who do business with the Commonwealth. The Customer Resource Center can be reached by email at Finance.CRCGroup@ky.gov or phone (502-564-9641 or toll-free 877-973-HELP). The Help Desk is open Monday through Friday from 7:00 a.m. until 5:00 p.m. EST.

(D:) Roxio2 Internet

start Finance CRC G... just in case - M... COK User Grou... COK_PNC User... Kentucky: Fina... 8:19 AM

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